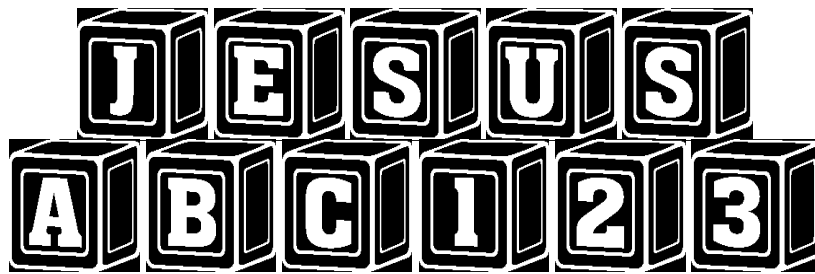


Trinity Lutheran Early Childhood Education Program (ECEP) Handbook

Revised 2014



Trinity Lutheran School

315 Scott Street
Monroe, MI. 48161-2191

Phone: (734) 241-1160

Fax: (734) 241-6293

www.tlcmonroe.org

<http://www.tlcmonroe.org/early-childhood-development.html>

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Welcome

Welcome to Trinity Lutheran Early Childhood Education Program. The Trinity four year old program was established in 1983 as a ministry of Trinity Lutheran Church. In 2006, Trinity added classes for three year olds. We look forward to assisting you and your family in the nurturing of God's children for lives of service to their Lord and His people.

Early Childhood Education Philosophy

Trinity ECEP believes that children learn best from personal experiences in a safe, stimulating, interactive Christ centered environment where children are encouraged to explore and create in developmentally appropriate activities. We believe that play is one of the positive and natural ways children learn. Therefore child initiated and teacher supported play is an essential component of our program.

Mission Statement

It is our mission to provide a quality Christ centered early childhood education that supplements the Christian training that is experienced in the homes of our families.

Program Goals

It is primarily the responsibility of parents to guide their children through the various stages of growth and development to becoming an independent, self-sufficient adult. The Trinity ECEP has been established to assist you in meeting this God-given responsibility. We attempt to acquaint your child with a world that lies beyond home, to widen personal relationships, and provide a broader base of later learning experiences and social relationships. Trinity Lutheran congregation began early childhood education to help young children grow spiritually, emotionally, physically, intellectually and socially. We strive to do this by meeting the needs of the total child helping them grow in the following areas:

- a. In their relationship, understanding, and love of Jesus Christ.
- b. In their ability to interact with others in a Christian way, sharing and follow directions in a Christian environment.
- c. Developing positive attitudes towards self, and cooperation with others.
- d. Being motivated in the knowledge of basic concepts, with enthusiasm toward learning.
- e. Increasing their ability to develop communication and self-expression skills, self-confidence, and listening skills.

Our goals for your children are that they may learn. . .

...to enhance their relationship with God; see His great love for them through His Son, Jesus Christ, and the wonderful things He does for them.

...to establish their first major experience away from their family setting; help them to adjust to new situations in the future.

...to establish close relationships with caring adults other than family members.

...to form first friendships.

...to build feelings of self-confidence and security.

...to be comfortable with themselves and experience success as they explore their physical, mental, and social abilities.

...to grow in independence, learning to become self-directed, and to do things for themselves.

...to express themselves imaginatively and creatively through art and play materials.

...to extend and enrich their understanding of the world.

...to respect the rights and feelings of others; to learn to be tolerant and cooperative.

...to increase their ability to handle their emotions constructively, and recognize and cope with problems.

...to experience the security of gentle, loving discipline.

Non Discrimination Policy

The Trinity ECEP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Trinity Lutheran School

Preparing students for tomorrow with a quality, Christ-centered education today.

Our Mission

It is our mission to bring in, equip, and send out disciples for Jesus Christ.

Our Philosophy

Trusting in God's promise in Proverbs 22:6, "Train up a child in the way he should go and when he is old he will not depart from it", we will build a solid foundation for life-long learning and service to our Lord. Specifically, Trinity Preschool believes that children learn best from personal experiences in a safe, stimulating, interactive Christ centered environment where children are encouraged to explore and create in developmentally appropriate activities. Child initiated and teacher supported play is an essential component of our program since play is one of the positive and natural ways children learn.

Our Goals

Academic Excellence- Trinity students will master a challenging and enriching Christ-centered curriculum.

Beliefs- Trinity students will demonstrate a sense of Christian responsibility and love by their deeds and actions.

Congregation and Community- Trinity Lutheran staff and students will be activity involved in the ministry of the congregation.

Shared Effort- The nurturing of faith and education of Trinity students will be a shared effort between school, church, and the home.

As part of the educational program at Trinity Lutheran Church, the ECEP integrates the overall mission statement.



Early Childhood Education Program Sessions

TLS ECEP Options:

5 Day Program.

Pre-Kindergarten Classes M, W, F with Mrs. Gross T, Th with Mrs. Murphy 8-11 am

Preschool Classes T, Th with Mrs. Gross M, W, F with Mrs. Murphy 9-11 am

3 Day Program

Pre-Kindergarten Classes M, W, F 8-11 am or 11:45-2:45 pm

2 Day Program

Preschool Classes T, Th 9-11 am or 12:30-2:30 pm

Criteria for Admission- Three Year Old Preschool

Enrollment is open to children that are potty-trained. The admission age is contingent on the start of Kindergarten as mandated by the state. An application for admission must first be filled out along with a \$75.00 non-refundable application fee. This deposit will not be applied to the tuition. We have open enrollment all year.

Criteria for Admission- Four Year Old Pre-Kindergarten

Enrollment is open to children that are potty-trained. The admission age is contingent on the start of Kindergarten as mandated by the state. An application for admission must first be filled out along with a \$75.00 non-refundable application fee. This deposit will not be applied to the tuition.

ECEP Fees

Parents must enroll for ACH automatic withdrawals that will occur on the first day of each month October through April. Tuition may be paid in full at any time.

Three Year Old Two Day Preschool: Tuition of \$115.00 is to be paid on the first school day of the month. Because of extra start-up costs and supplies, September and May's tuition of \$230.00 is being collected at the final registration in August.

Four Year Old Three Day Pre-Kindergarten: Tuition of \$145.00 is to be paid on the first Monday of the month. Because of extra start-up costs and supplies, September and May's tuition of \$290.00 is being collected at the final registration in August.

FIVE DAY Preschool and Pre-Kindergarten: Tuition of \$215.00 is to be paid on the first Monday of the month. Because of extra start-up costs and supplies, September and May's tuition of \$430.00 is being collected at the final registration in August.

Withdrawal

If it is necessary to have the child removed from the program due to extended illness, family move, a problem with which we are unable to cope, or a child's behavior that is detrimental to other children, tuition will be refunded on a pro-rated basis. Such removal should be by mutual consent of parents and Director. Since our budget is based upon a full enrollment, we do not pro-rate tuition for vacations.

Trinity Staff Directory

School Office: Trinity Lutheran School
315 Scott St.
Monroe, MI 48161
Phone: (734) 241-1160
Fax: (734) 241-6293

Administrator of Trinity: Mrs. Cindy Lucas
E-mail: clucas@trinitylutheranmonroe.org

Trinity School Secretary: Mrs. Rhonda Schmidt
Email: rschmidt@trinitylutheranmonroe.org

ECEP Director/Teacher: Mrs. Nancy Gross
Phone: (734) 788-8601
E-mail: ngross@trinitylutheranmonroe.org
Katybeth63@aol.com

ECEP Lead: Mrs. Kelly Murphy
ECEP Assistant: Mrs. Donita Auxter

Child Care Director: Mrs. Cindy Lucas



Church Office: Trinity Lutheran Church
323 Scott St.
Monroe, MI 48161
Phone: (734) 242-2308

Administrative Pastors: Rev. Jeffrey Heimsoth; Rev. Daniel Potts
Associate Pastor: Rev. Karl Fuhlbrigge

Personnel

The ECEP director/teacher is certified by the State of Michigan. Mrs. Gross has Bachelor's degree in education and a Master's Degree in Early Childhood Education. In three year old Preschool the teacher-student ratio is 1:10. In four year old Pre-Kindergarten the teacher-student ratio is 1:12. Through the teacher, the child comes in contact with warm, loving, accepting adult who take an active interest in the needs of each child. Her operation will be flexibly oriented toward these needs and she will attempt to provide educational experiences to fulfill them.

Supervision of Volunteers

We often have parents and grandparents volunteering in the classroom. No volunteer will be solely responsible for the care of the children. All volunteers, including parents, shall be supervised by a staff member. This volunteer shall always be in the sight of a staff member unless they have provided Trinity ECEP and Child Care with documentation from the Department of Human Services that he or she has not been named in a central registry case as the perpetrator of child abuse or child neglect and that he or she has not been convicted of a felony involving harm or threatened harm to an individual. In addition a criminal history check using the Michigan Department of State Police's internet criminal history access tool (ICHAT) would be completed.

ECEP/Child Care Personnel and Volunteer Policy

Trinity child care center requires a criminal history check on its employees and unsupervised volunteers. All staff members have provided documentation from Department of Human Services that they have not been named on the central registry for child abuse or neglect.

A staff member shall not be present at Trinity child care center if he or she has been convicted of either:

- a) Child abuse or child neglect
- b) A felony involving harm or threatened harm to an individual within ten years

immediately preceding the date of hire.

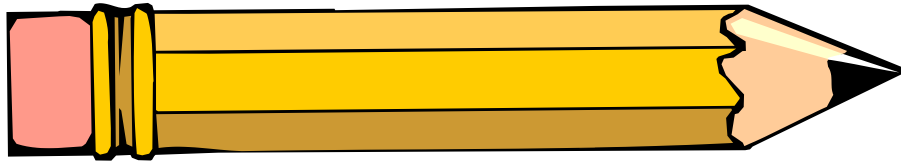
A volunteer, including parents, shall not have unsupervised contact with children who are in the care of Trinity child care center if he or she has been convicted of either of the following:

- a) Child abuse or child neglect
- b) A felony involving harm or threatened harm to an individual within ten years

immediately preceding the date of offering to volunteer at the child care center.

Before a staff member or unsupervised volunteer may have contact with a child who is in the care of Trinity child care, they will provide Trinity child care with documentation from the Department of Human Services that he or she has not been named in a central registry case as perpetrator of child abuse or child neglect. A criminal history check using the Michigan Department of State Police's internet criminal history access tool (ICHAT) will be completed before making an offer of employment to any person. In the event a staff member or unsupervised volunteer would be convicted at a future date of either child abuse or child neglect, or a felony involving harm or threatened harm to an individual, the staff member or unsupervised volunteer would not be allowed to be the present at Trinity child care center.





Required Forms

Parents/guardians must complete ALL of the following forms ***before*** your child's first day in the ECEP program. ***All*** of these forms must be updated yearly. It is imperative that you keep us updated of any changes to phone numbers, addresses, etc.

- Preschool Registration form (with non-refundable deposit)
- State of Michigan Department of Human Services Bureau of Children and Adult Licensing Child Information Record card
- Preschool Admission & Financial Contract
- ACH Tuition Enrollment Form (unless tuition has been paid in full)
- FERMI Release form
- Release and Authorization to Photograph or Record Child
- Concussion Awareness Form
- Health Appraisal (Medical examination with a current immunization record for all new students)
- Trinity's ECEP Handbook & Licensing Notebook Acknowledgement Forms

A physical examination, including an updating on immunizations, is **required** by State Law for all children entering school for the first time. Children in a ECEP setting are required by the State to have the HIB vaccination as well as the others recommended for their appropriate age.

Child Custody Situations

Children can be released to either parent at any time. Please inform us of any custody problems. We will request a copy of any court orders prohibiting a parent from picking up their child.

Confidentiality Statement

Trinity will maintain the confidentiality of all children's records. Confidential information is restricted and private. Written informed consent from the parent must be received prior to releasing any information in which a child may be identified, except for information requested by authorized state and federal agencies or by court order. In such cases the director will attempt to notify parents first.

PLEASE NOTE: Step-parents, fiancé, grandparents and siblings have no right to information without authorization. You must give consent for information to be shared, even general information at pick-up.

PLEASE...

Keeping Records Current

All required forms must be updated yearly. It is imperative that you keep us updated during the year of any changes such as PHONE NUMBERS, emails, family situations, AUTHORIZED PERSONS your child may be released to and emergency contact information.

Program Information



2013-2014 Early Childhood CALENDAR

| | | | |
|------------------|--------------------|------------------------------|-----------|
| | Aug. 27 | Registration | |
| Oct. 13-14. | All Church Workers | LCMS Conference | NO SCHOOL |
| Nov. 12 | Teacher In-Service | | NO SCHOOL |
| Nov. 27-28 | Thanksgiving Break | | NO SCHOOL |
| Dec. 29 - Jan. 4 | Christmas Vacation | | NO SCHOOL |
| Jan. 16 | PS Conferences | | NO SCHOOL |
| Jan. 19 | MLK Jr. Day | | NO SCHOOL |
| Feb. 13-19 | Winter Break | | NO SCHOOL |
| March 25 | Teacher In-Service | | NO SCHOOL |
| April 3-12 | Easter Vacation | | NO SCHOOL |
| May 18 | PS Conferences | | NO SCHOOL |
| | May 28 | Last Day of Preschool | |
| | May 29 | Last Day of Pre-Kindergarten | |

Watch for monthly calendars for events, parties, and field trips.

Child care is available after ECEP class sessions end.

School Clothing Policy

Children should be comfortably dressed in simple washable, easy to manage clothing for outdoors, painting, gluing and other 'messy' play. Easy to manage clothing for the young children encourages your young child's independence in taking care of their own toilet needs. Children should be trained to take care of themselves in the bathroom.

Our children will participate in outdoor play daily, weather permitting (no rain, above 20 degrees wind chill in the winter). Please be sure that your child has proper clothing for outdoor activities and is prepared for any changes in weather. Please label boots, mittens, coats, hats, blankets, and extra clothes with your child's name. When there is snow on the ground please provide boots so your child's feet stay dry.

THREE IMPORTANT POINTS:

1. All children must have **one complete set of extra clothes** (underwear, socks, pant, and shirt) to be kept in the EC or child care room for emergencies.
2. **Shirts must have sleeves on them.** It will be more comfortable if your child has layers on so he can take a sweater or sweat shirt off. **Socks or stockings must be worn.** Please, no clothing that makes noise.
3. **TENNIS SHOES MUST BE WORN.** Light up shoes are acceptable. Please no shoes that make noise.



First Day

Your child's first day of school should be a wonderful experience. Your words and actions can make a great difference in how your child accepts new surroundings. You may help to prepare your child by speaking of school as a fun place and stress the new experiences he/she will have. Most children will make better adjustments to school those first few days if the parent is not present. We ask that parents would make a quick good-bye when dropping off their child, especially at the beginning of the year. It is easier on the child and teacher if the good-bye is quick rather than lingering. A quick reassurance that you will see them in a while is the best approach. This is particularly helpful if a child is having a hard time letting mom or dad or grandma go. There may be tears, but it has been our experience that children are usually over it in a week or two. Remember, for whatever day mom or dad or grandma chooses to leave, it will be in a very real sense, the child's "first day".

For all anxious parents, rest assured. We promise that we will call if there is a crisis!

Daily Schedule

A schedule will be handed out at the beginning of the year. It will also be posted in the classroom.

PRESCHOOL...



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Curriculum

Our school exists to help foster a Christian view of life. It is staffed by teachers who themselves are committed, practicing Christians. As such, it is structured with the assumption that each child is a creature of God whose purpose of living can be realized fully only in a growing relationship with the God who has revealed Himself in the person and work of Jesus Christ. Therefore, Christian worship and educational activities appropriate to the child's maturity level are a regular part of our school's program.

Religious training is given largely through informal means and through literature. This training is directed toward the development of a religious quality of life to aid the growth of the total person as a child of God.

Our program and curriculum is based on the *Early Childhood Standards of Quality for Prekindergarten* published by the Michigan Board of Education and the Curriculum Standards published by Michigan District LCMS.

Early education activities are in the context of fun and are designed to promote the child's success. The activities are developmentally appropriate. Play activities are designed to develop large and small muscle control and coordination. Activities are arranged to provide a medium for discovery of the world that surrounds the child. Field trips and off-premises activities help to broaden the child's outlook on life and acquaint him with many areas of life outside the confines of the home.

The following activities increase sound child development and are covered during the year in our curriculum.

Movement and Gross Motor Activities:

| | | | | |
|---------|---------|---------|---------|----------|
| walking | running | hopping | jumping | rolling |
| dancing | bending | pushing | pulling | wiggling |

Fine Motor Activities:

| | | | | | |
|---------------|---------|---------|----------|--------------|---------|
| drawing | tearing | cutting | painting | buttoning | folding |
| using puzzles | | pasting | zipping | finger plays | |

Circle Time:

| | | | | | |
|-----------|--------|----------|---------|--------|--------|
| devotions | prayer | calendar | weather | letter | number |
| shape | color | sharing | | | |

Language Activities:

| | | | |
|----------------------|--------------------------|--------------|---------------------|
| dramatizing | story telling | role playing | using puppets |
| picture reading | discussion | stories | comprehension |
| imagining | singing | listening | sharing information |
| following directions | character identification | | |

Pre-math: Perceptual activities

| | | | | |
|----------|----------------|----------|----------|----------|
| numerals | like-different | sets | sequence | |
| grouping | shape | counting | size | patterns |

Handwriting:

The four year old preschool children will be learning to print their own name. This is to be done using D'Nealian writing. An example and instructions will be provided at the beginning of the year. **The first letter of the name is CAPITALIZED. All others are written in lower case.**

Science Activities:

| | | | |
|------------|-----------|-----------------|-------------|
| collecting | observing | problem solving | questioning |
| seasons | senses | weather | animals |

Fine Arts:

| | | | |
|---------------|----------|-------------|----------|
| dancing | drawing | listening | painting |
| free movement | cutting | rhythm band | creating |
| singing | crafting | | |

Center Time:

| | | | | |
|---------|---------|---------------|------------------|-----------------|
| blocks | art | dramatic play | Legos | science |
| writing | puzzles | manipulatives | cooperative play | problem solving |

Social Science:

| | | | |
|-----------------|-------------|-----------------------|--------------|
| home and family | growth | feelings and emotions | friends |
| holidays | cooperation | problem solving | self-concept |
| taking turns | sharing | citizenship | geography |

Our curriculum is limited only by time, imagination, and the conceptual abilities of the children in our group.

Children with Special Needs

We will work with appropriate specialists to meet the academic and physical needs of children enrolled in our program. IEPs are kept on record and reviewed annually. We will accommodate children with medical conditions (i.e.: asthma and allergies) by providing an allergen-free environment. Emergency procedures are planned for all students, keeping in mind each individual child's special needs.



Reading Incentive Program

Reading to children is fundamental to their future educational success! To promote reading aloud at home, preschool families are encouraged to participate in the reading incentive program. Monthly reading log will be sent home from October to April. Time spent reading will be logged. At the end of the month, logs will be returned. Those who meet established goals will be able to receive a free book.

Show & Tell

All children will participate in Show & Tell. On that day your child may bring an item from home to share. Show & Tell items are listed on the monthly calendar. They will relate to the theme that we are talking about that week. Items should be brought to school only on specified Show & Tell days. Please clearly label the item with your child's name. Because of our limited storage space, **please limit items to a size that will fit easily into your child's book bag.** This is an opportunity for your child to choose an item to discuss and show his/her classmates. It is a learning experience for all children to practice verbal skills, give information, and to be polite listeners.

Animals

Due to allergies in the building, no live animal may be brought to school unless prior arrangements are made and administration permission has been given. **NO** animals may be brought in at drop off and pick up. Also, no animals are allowed in the parking lot during school hours.



Birthdays

Birthdays are fun and your child's special day will be celebrated in school! If your child's birthday occurs during the summer, we will celebrate it before the end of the year. If you wish, your child may bring in a **healthy** treat for a birthday snack (no cupcakes). The teacher can help with suggestions for appropriate birthday snack foods. Please let us know a few days in advance if you plan to bring in a snack. Treats will be consumed in the cafeteria.

Holiday Parties

There will be three holiday parties: Harvest, Christmas, Valentine's Day and two special holiday events: Thanksgiving and Easter. Dates are posted on the yearly calendar and details will be given as the holiday approaches. Parents are always welcome to join us. More information will come throughout the year.

Please be aware that students may have food allergies. You will be notified on any food allergies as they are known.

Field Trips

Throughout the school year we WILL go on field trips around the community. Parents, or a designated adult of the parent, are to attend field trips with their child and share the experience. They are also responsible for their own child's transportation to and from the designated field trip site. We will not meet at school. We will just meet at the planned destination. We hope all children will be delighted by the experience of our trips. Occasionally, a small fee will be charged for admission expenses.

Walks

Often we take walks around the school block. We do not cross any streets.



Communication with Parents

Bulletin Board- The bulletin board and monthly calendar outside the classroom will be used as a means of communication between parents and teachers. Please read it each day. If there are any questions please feel free to talk to the teacher at any time.

Web site- You will find current information on any church, school or preschool activities at www.tlcmmonroe.org. There is a special page set up just for ECEP parents at <http://www.tlcmmonroe.org/early-childhood-development.html>.

Folders- Daily information, newsletters, classroom calendars, papers, etc. will be placed in your child's folder each time they come to school. Materials will be sent home for two separate households as needed. Please place completed lunch menus, communication, field trip slips, book orders, etc. in the folder. I will look in it each session.

Email Communication will be used. Please give us your email address. Thanks!

Parent Teacher Conferences

We value good communication, as it helps us meet the individual needs of each family. We appreciate your concerns. Please feel free to discuss your child with us anytime. If you as a parent would like to initiate a conference please let the teacher know and we will be happy to schedule a time that would be convenient for all involved. Special days are set aside for parent/teacher conferences in the winter and spring for Pre-Kindergarten.

Pick up Procedure-Someone other than Parent/Guardian

At registration each family is asked to fill out a Child Information Record card which has Emergency Contact/ Parental Consent Form. On this form are the name(s) of persons other than parents or legal guardians (including siblings and fiancé) to whom the child may be released. **Please be sure to keep these names and phone numbers updated as needed!** Any changes must be made in writing. Children will NOT be released to anyone that is not listed on the Child Information Record Card. If we do not know the authorized person picking up your child they must have photo identification. This is particularly important at the start of the year. If you know ahead of time that someone other than yourself is picking up your child, please let us know. COMMUNICATION IS VITAL FOR ALL INVOLVED!

School Closing Policy

We observe the Monroe Public School's policy of school delays and cancellation because of inclement weather. We offer School Reach Phone calls to announce delays and closings. If you do not wish to receive a phone call, please let me know. You may also listen to Tower 98 for school cancellations and delays or local TV stations. Listen for closings and delays for "Monroe Public and Parochial" schools.

If Monroe Public and Parochial schools are closed, both ECEP and child care are closed.

If the morning session is cancelled due to a delay, the afternoon session will report at their normal time. If Monroe Public and Parochial schools are **delayed, child care is open.**



Child Care

Child care is available to all preschoolers and Pre-Kindergarteners for the days and times they are not in class. Times of care are from 6:45 am to 5:30 pm. Information on enrollment and rates are available at registration and upon request throughout the year. Children who stay for rest time will need to bring a blanket and pillow or pillow pet. The items will be sent home weekly for cleaning. It is strongly encouraged that all ECEP parents complete paperwork for Child Care in the case of an emergency.

Lunch

Lunch will be scheduled for students who are in afternoon child care. Hot lunches are available and served daily from the school cafeteria. The lunch program of Trinity Lutheran School is a self-funding program and the lunch prices are set with this in mind. Lunch prices will be announced at Registration. Prices may be adjusted as needed. Parents are asked to choose and pay on Monday mornings for the week in advance. The teacher will collect the money. Please place lunch slip and money in an envelope with the student's name. Monthly and weekly menus will be sent home to help families prepare in meal planning. Lunch cost is in addition to the hourly rate for child care. Children may bring a nutritious lunch from home. Please no pop or glass.



ECEP Discipline Plan

1. We want our discipline to teach love and respect by example.
2. We will always use positive methods of discipline to encourage the child to use self-control, self-direction, and to maintain a positive self-image.
3. Simple, specific, and consistently enforced limits are established for the child's safety and well-being.
4. Rules and restrictions will be explained for each activity and area.
5. Attention will be given to correct behavior and play in the form of hugs, praise, and/or rewards (i.e. stickers, special privileges).

This is directed toward the development of inner discipline so that the child may learn to consider the needs of others, develop a longer attention span and the ability to sit quietly to receive instruction and listen to literature.

Child Behavior Management Policy

Trinity ECEP believes that we are all children of our Heavenly Father and worthy of respect. Trinity staff will be consistent and firm with all children. We try to prevent discipline problems by providing a stimulating, safe, caring atmosphere and by guiding the children through difficult situations.

If unacceptable behavior occurs Trinity staff may use some of the following discipline techniques depending on the situation:

- Give positive directions (explain to the child what they should do)
- Give choices whenever possible
- Redirect the child to an appropriate activity
- Talk to the child helping the child express any feelings they are having
- Give opportunity for the children to problem solve under our direction, giving suggestions for solutions only when absolutely necessary
- Remove the child from the source of conflict or situation for an age appropriate time out
- Give logical consequences to a child's actions as part of discipline when necessary
- Finally, the child may be asked to meet with the preschool program director and the parents may be notified.

Any acts of aggression by the children, such as fighting, biting, or hitting will result in the separation of the children involved, attention to any harmed individual, including any necessary medical attention, and notification of the parents of the children involved. We will provide written documentation of the incident including the names of any witnesses of the incident.

The following are strictly prohibited: corporal punishment, (i.e. spanking, hitting, shaking, pinching) emotional abuse, humiliation, shaming, threatening a child, abusive language, or withdrawal of food and other basic needs.

Medical and Safety

Children's Illness Policy

1. **Please keep your child home if he/she is sick.** This includes vomiting, has repeated diarrhea, is running a fever of 100 degrees or more, or is known to have a contagious condition.
2. A child may return once he/she is **fever free for 24 hours without medication.**
3. In the event that your child becomes ill during school, we will call parents first. If parents cannot be reached, we will call the emergency contact person listed on the Child Information Record card. A sick child must be picked up as soon as possible. Please have a backup plan. Staff supervision will continue until the parent or emergency contact person arrives at school.
4. We reserve the right to require a child be sent home if, in the opinion of the staff, he/she is obviously too ill to remain in child care or they show signs of repeated diarrhea, vomiting, fever, unknown rash, or pink eyes, etc..
5. If your child is ill with a fever of 100 degrees or more, you will be notified by phone. At that time you will be requested to make arrangements for your child to leave the school.
6. Children who show any of the following symptoms should NOT be in school:
 - a. severe cold
 - b. sore throat or earache accompanied by a temperature (1+ degree over normal)
 - c. swollen glands with a fever
 - d. excessively runny nose
 - e. temperature of 100 degrees or more
 - f. undiagnosed skin eruptions or rash
 - g. general signs of listlessness, weakness, drowsiness, flushed skin, frequent severe headaches, diarrhea, or vomiting.



Children's Absence Policy

The staff of Trinity views Christian Education as one of the strong points of the program. This is what makes the program unique from other preschools. **If your child will be absent, please email or call the school office.** We like to pray for our friends. When the child returns to school, parents should send a note to the teacher explaining the cause of the absence. Parents must call the school office to report **any** suspected cases of communicable disease such as: strep throat, conjunctivitis, etc.

Medication Policy

1. When medication must be administered to a student, proper instructions from a doctor and permission from a parent must be provided. A Medication Authorization Form must be completed and filed in the School Office. Medication will be held in and dispensed from the office. There is to be no medication of any kind kept in the classroom. No medications are to be stored in cubbies or backpacks.
2. An exception to this would be the use of an inhaler and Epi Pens, but in these cases notification must be in the School Office.
3. Topical, non-prescription products such as lip balm, sun screen, or hand lotion need annual parental written permission but do not require documentation on use. **However, these items must be labeled with your child's name and be given to a child care staff employee.**
4. Per state law, **hand sanitizer is NOT allowed.**

Accident/Injury Policy

If a child is injured, an Accident Report will be completed the same day. A copy of the report will be placed in the child's file.

Minor Accident or Injury: Minor injuries will be treated as needed: washing, band-aid, ice pack. Parents will be notified of the injury at pick-up time.

Serious Accident or Injury:

1. Basic first aid will be applied.
2. Parents will be notified. If parents cannot be contacted, the emergency contact on the Child's Information card will be notified.
3. If the child needs medical attention due to a life-threatening situation, then EMS will be contacted. If it is necessary for the child to be transported via ambulance to the hospital a member of Trinity staff will accompany the child until a parent arrives. The child's medical release card will be given to emergency personnel. If the child is sent to the hospital Trinity staff will notify the parents as soon as possible.
4. **Parents are responsible for keeping the Child Information Card up-to-date.**
5. Staff is not allowed to transport injured children to the hospital or doctor.

Head Lice Information & Policy

Head lice are very common today! If they are found, this is not cause for panic, but a cause for action to be taken to prevent head lice. The following policies need to be followed very carefully.

1. If a child is found to have head lice at the program site, the child will be isolated and the parent contacted to pick up the child.
2. All Preschool parents will be notified immediately in writing of the presence of head lice.
3. We will take the appropriate action needed to clean the room (the rugs, furniture, stuffed toys, hats, etc.) and bag stuffed animals or pillows for two weeks.
4. The child may be readmitted to school when there is evidence of no nits remaining in the hair. Any child treated for head lice must be checked in at the school office before returning to class. If you have difficulties treating the head lice on your child, please contact the school, local health department, or your child's physician.

The best way to prevent transmission of head lice is to:

1. Conduct regular head checks on your child.
2. Teach children to place hats and scarves inside coat/jacket sleeves.
3. Remind children not to share combs, brushes, headbands, barrettes, hats, caps, scarves, or other personal head gear.

If head lice are found on your child:

1. Check others in the household for signs of head lice or nits. If found, complete remaining steps on all infested individuals.
2. Use an effective head lice treatment.
3. Remove nits from the hair by combing. This is the most important lice control measure. Complete nit removal is time-consuming but is critical for successful treatment.
4. Remove all of the lice and nits from the environment by washing in HOT water or vacuuming. Be sure to empty your vacuum.
5. The child may be readmitted to school when there is evidence of no nits remaining in the hair. However after treatment you should keep checking every 2 days until there are no head lice found for **10 consecutive days**.

Please notify the school of any occurrence of head lice. We try very hard to respect the privacy of the infected student since this is a delicate issue.

Concussions

By law, Trinity staff has been certified in concussion training. All parents will be given information about concussions to read. A Concussion Awareness Form must be signed by parents and kept on record. Further information on concussions can be provided by the CDC online.



Playground Safety

Early childhood children may not use the sliding pole or overhead silver or yellow rings, per licensing regulations. Children may not walk up slides, train slide, swing on stomach, swirl swings, or throw blue chips. The tire swing will not be used by Preschool and occasionally by Pre-Kindergarten.

Health Care Plan

Staff will wash hands as necessary and at the following times: upon arrival, after toileting, after assisting children in toileting, before eating, before serving food or drink. Children will be instructed to wash hands after toileting, before eating and after playing outside. Staff will follow universal precautions when handling body fluids and are trained in Blood Borne Pathogens. Equipment, toys and other surfaces are cleaned and sanitized per use or as needed following state licensing guidelines. Floors and carpets are mopped or vacuumed daily and bathrooms are sanitized daily.



Building Safety

Trinity is a secured environment. Entrance doors to the school building are locked, including those from the church and gym locations. Children are not allowed to open doors, even for parents. Please be mindful of this at drop off and pick up.

Crisis Management Plan

Fermi evacuation will take place as it has been laid out on the permission slip. Children may be transported to the Bedford School District where they may be picked up.

Tornado: If there is a tornado **warning** which means a tornado has actually been sighted, we will take the children to an appropriate place in the basement of the church and follow the procedures.

Fire: In the event of a fire, the children will be evacuated outside as quickly as possible.

Tornado disaster, fire, and intruder drill plans are practiced during the year with the children. Teachers and staff are aware of their responsibilities in the event of an emergency. The attendance book and student emergency information is removed from the school in the event of an emergency, so all children can be accounted for easily.



Photographs of Trinity Students

We encourage parents and grandparent to take pictures of their child during special times of the year. However, we have to address safety with photography. **To insure the safety of Trinity children, we are asking all parents to turn off the GPS location on all smart phones cameras and smart digital cameras when at Trinity or on a Trinity sponsored field trip.** Additionally, you may not place pictures with names on a social network.

Licensing Notebook

The Trinity Lutheran ECEP is licensed by the State of Michigan, Department of Human Services. This license is renewed every two years.

Trinity Lutheran ECEP maintains a ‘Licensing Notebook’ of all licensing inspection reports. It also includes any special investigation reports, if there are any, and all related Corrective Action Plans as required by the State of Michigan, Department of Human Services, Bureau of Children and Adult Licensing. This notebook includes all reports issued and Correction Action Plans developed on and after May 27, 2010. This notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children of Adult and Adult Licensing website at www.michigan.gov/michildcare.

Parent Resources

You will receive a copy of the Great Start Monroe County Children’s Yellow Pages which is a Directory of Early Childhood and Family Resources. This resource may also be found on the website.

Parent Involvement

In order to ensure continuous emotional and social growth of the child, there must be open communications between teachers and parents. Happenings both at home and at school have a tremendous influence on the child. To help keep parents informed of activities at school, each child needs a folder, which needs to be checked daily by the parents. Parents, in turn, are asked to inform the teachers of any significant family changes, for example, the death of a friend, relative, or pet, divorce or separation, or new additions to the family.

Parents should feel free to discuss any part of the program or area of special interest with us at any time. Parents are encouraged to visit the school at any time. If you have anything special to share with the children, such as hobbies, collections, musical abilities or occupations, please let us know. Sometimes parents help out by doing various chores that need to be done around the center. If you are willing to do anything like repair toys, wash dress-up clothes or do some sewing, your help would be appreciated. Each parent is encouraged to volunteer during the year. Service hours may be given for those with older siblings.

Trinity Boosters

Preschool and Pre-Kindergarten parents become members of Trinity Boosters when they enroll their child(ren). Its two-fold purpose is to foster a closer relationship between the school and the parents through various activities and raise funds needed to benefit the educational program at Trinity. Watch the church bulletin and flyers sent home regarding date and time of meetings and activities. All parents are invited and encouraged to be represented at each meeting. If you are interested in more information about this group, please contact one of the board members.



Chapel

As part of our religion curriculum, Pre-Kindergarten classes will attend Chapel the last Wednesday of the month. Chapel offering envelopes will be send home so children can give to Jesus. Family members may join us for Chapel. Times will be given early in the year.

Church and Sunday School Attendance

In keeping with the program of religious training in the school, all pupils are encouraged to attend Divine Worship Services and Sunday School with their parents. The example of parents in this regard will support the teachings learned in school. We encourage you to set the example. Any families who have no home church are invited to worship at Trinity.

Worship Schedule

Saturday 6 PM Traditional service

Sunday 8:30 AM Traditional Worship

Sunday 11:00 AM Contempary Worship

Sunday School & Bible Classes for all ages: 9:45 a.m.